

The Corporation of the District of Oak Bay

Job Description



Job Title:	ACCOUNTING CLERK	JEPE Number:	
Department:	Municipal Hall	Pay Grade:	5
Area:	Finance	Position Status:	Regular - Part Time
Location:	Municipal Hall	Position Type:	Union
Supervisor:	Deputy Director of Financial Services	Last Updated: Last Reviewed:	November 2011

Job Purpose:

This is varied clerical work of moderate complexity dealing with cash, accounts receivables, account payables, and processing and maintaining accounting information relating to the functions of the Finance Department. The Accounting Clerk reports to the Deputy Director of Financial Services and is responsible for collecting and depositing daily revenues from a variety of sources, preparation of invoices for payment, payroll input and reconciliation, and producing and maintaining financial information. Working within established guidelines, the incumbent exercises some independence of judgment and refers difficult or unusual problems to the Deputy Director. The Accounting Clerk assists in the training of other clerks within Financial Services.

Duties and Responsibilities:

- Reconciles revenue with cash system;
- Prepares invoices for payment and ensures compliance with municipal procedures;
- Prepares and maintains reports such as receivables, daily revenue distribution, cash reports, and other related reports as requested by the Deputy Director;
- Interprets and explains office accounting policy and procedures to other staff;
- Assists in the training of clerks and ensures proper maintenance of cash systems and cash floats;
- Liaises with residents, staff, and other agencies with respect to account payables and receivables, payroll, billings, and other financial related data;
- Maintains an effective functioning accounts office in conformity with clerical procedures and administrative policy;
- Performs other duties similar in scope and complexity.

Required Knowledge, Abilities & Skills:

- Sound clerical skills with a proven ability for a high degree of accuracy and speed;
- Knowledge of basic double entry bookkeeping and accounting procedures;
- Ability to acquire good user level facility with accounting-specific software and other software related to municipal functions;
- Ability to establish and maintain cordial working relationships with staff and to deal courteously and effectively with the public;
- Proficiency in MS Office software, in particular Excel;
- Skill in operation of common office machines, including use of cash registers, adding machines, calculators, and merchant POS systems;
- Ability to organize own activities in accordance with workload and deadlines.

Qualifications:
<ul style="list-style-type: none"> • Graduation from senior secondary school, including basic bookkeeping courses • Two years of accounting experience, including handling and balancing cash and account reconciliation.
Required Licenses, Certifications and Registrations
<ul style="list-style-type: none"> • No special licenses or certifications required.